

Imagine that somebody you know is starting a new office job tomorrow. Think of two important tips you could give him or her to make the first day go well.

- + Do _____

- Don't _____

Read the article

Which tip do you think is the most important? Do you think any of the tips could also be useful for the first day in a new class or on a course?

7.1 Listen to Simon and Claire describing their first day at work. What problems did they have? What advice from the article in 1 would you give them?



b Listen again. Answer with **S** (Simon), **C** (Claire), or **B** (both of them).

Who...?

- 1 wasn't expecting to work on his / her first day
- 2 didn't have the training to do the job
- 3 made a wrong decision because of his / her interview
- 4 couldn't answer the questions that people asked him / her
- 5 felt bad when he / she spoke to the boss
- 6 never had the same problem again

c Have you ever had a problem on your first day in a new job, or in a new class or school? What was it?

Match sentences a–c to rules 1–3.

- a Check the weather forecast **to make sure** your clothes are right.
- b Decide what **to wear** the night before.
- c ...don't be afraid **to ask** for help.

Use the infinitive with **to...**

- 1 after adjectives
- 2 to give a reason for doing something
- 3 after a question word, e.g. *who, what, how*

Do you think the tips you have read in this lesson are appropriate in your country? If not, why not?

4 PRONUNCIATION & SPEAKING weak form of to, linking

- a **7.4** Listen to three sentences. Is *to* stressed? How is it pronounced?

I want to come. It's difficult to say. Try not to be late.

Linking words with the same consonant sound

When a word ends in a consonant sound and the next word begins with the same sound, we often link the words together and only make the consonant sound once. This happens when a word ends in /t/ before *to*, so, e.g. *want to* is pronounced /'wɒntə/.

- b **7.5** Listen and complete questions 1–10 with three or four words.

- 1 Have you ever _____ something new and failed?
- 2 How important is it to know _____?
- 3 How long do you usually spend deciding _____ in the morning?
- 4 Have you ever _____ your phone during a class or concert?
- 5 Where are you _____ for your next holiday?
- 6 Are you _____ next weekend?
- 7 Would you like _____ in another country?
- 8 Have you ever _____ when you weren't?
- 9 Do you think it's important _____ at school?
- 10 Do you think it's possible _____ with an ex-boyfriend or girlfriend?



- c Work in pairs. **A** ask **B** the first five questions. **B** give as much information as you can. Swap roles for the last five questions.

5 WRITING

With a partner, write a *How to survive...* article. Choose one of the titles below, and try to think of at least four tips. Organize your tips in a logical order. Start each one with an imperative, e.g. *Don't be late*, *Wear the right clothes...* Then explain why.

- How to survive...**
- a job interview
 - a party where you don't know anyone
 - a family holiday

Rules
Verb+to+infinitive

Exercise 2 A B

Complete these sentences with the verbs from the list below. Choose either the *-ing* form or *to + infinitive*.

~~give~~ write fly receive make recognise advertise help think speak

- 1 They agreed to give us thirty more days to pay the invoice.
- 2 He pretended me, but I don't think he knew who I was.
- 3 There's no point this brand on TV, it would cost too much.
- 4 We're expecting some more stock early next week.
- 5 I'll join you later. I need to finish this report.
- 6 I learnt Portuguese when I worked in Brazil.
- 7 I work in public relations. My job involves contact with the media.
- 8 I can't help that something is going to go wrong.
- 9 I can't afford business class all the time.
- 10 I can't promise you with this problem, but I'll do my best.

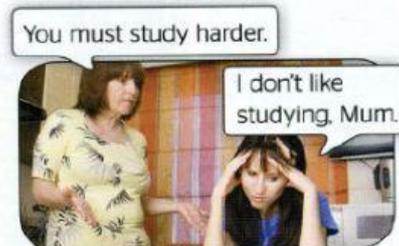
C. Look at the pictures, read the dialogues and complete the sentences.

1. The boy would like _____
His father would like _____



2. Jim doesn't want _____
Tony wants _____

3. She wants _____
He doesn't want _____



4. Julie doesn't want _____
Her mother wants _____

5. Karen's mother would like _____
Karen would like _____



Exercise 4 A B C

Complete the mini-dialogue by putting the verbs in brackets into the correct form, using *-ing* or *to + infinitive*.

ISABEL: Oh, no, not again.

FERNANDA: What's wrong?

ISABEL: My computer's crashed. It keeps (1) *doing* (do) it. I have to save my documents every few minutes or I risk (2) (lose) all the work I've just done.

FERNANDA: Have you got enough disk space?

ISABEL: Yeah, I have. I really don't know what's causing it (3) (crash) so often. Look, you're good at computers. What do you advise me (4) (do)?

FERNANDA: Well, I don't know. I haven't been trained (5) (fix) them. You'll have to ask an IT technician (6) (come) and have a look at it.

ISABEL: Hah. You know, there's no point (7) (call) a technician - they'll be ages and I ... I really can't afford (8) (wait) all day for someone to come, I'm really busy.

FERNANDA: Why don't you phone the helpdesk then? They'll advise you what (9) (do) over the phone.

ISABEL: Oh, yeah. I suppose so.

FERNANDA: And if you're really that busy, have you considered (10) (ask) Sophie to help you, she hasn't got a lot of work at the moment.

ISABEL: Oh, hasn't she? That's great. I'll ask her (11) (type) up this report. Thanks.

5 These questions are from a survey about a new system of flexible working hours to improve employee work-life balance. Decide if the verb patterns in *italics* in the questions are correct or not. Correct any verbs patterns that are wrong.

- 1 How difficult is it *to balance* your current job with your home-life?
- 2 Do you like *working* at the same times every day?
- 3 What percentage of your time consists of *to work* in teams and what percentage on your own?
- 4 Do you often stay late *to finish* what you are working on, or do you leave it until the next day?
- 5 Do you plan *taking* unpaid leave at any time in the next three years?
- 6 In your position, is it easy *to take* time off for childcare or to care for a sick or elderly relative?
- 7 Would you like *managing* your own working hours?
- 8 If you had flexitime, would you decide *starting* work earlier or later in the day?

Rules
Verb (the bare infinitive)

B. Expand the notes into sentences using the full or bare infinitive.

1. Sam / refuse / wear / a hat / yesterday

2. Joan / always / help / me / give / dog / bath

3. Peter / offer / drive / me / airport / last night

4. I / not know / how / tell / mum / bad news

5. I / be / surprised / find out / that / Jackie and Jill / be / sisters

6. This dish / be / very easy / prepare

7. Sam / ring / me / last night / ask / about the homework

All about me